

Wisconsin Shares  
Child Care Subsidy Program for Working Families  
**A FACT SHEET FOR CHILD CARE PROVIDERS AND PARENTS**



**TOP THREE FACTS**

A printed **Child Care Authorization** is the **only** valid agreement from the Department of Children and Families (DCF) that the provider will be paid. It describes the dates for which care will be paid, the **maximum** number of hours authorized, and the payment amount. Providers who accept children without a valid Authorization have no guarantee they will receive payment from the Child Care Subsidy Program.

A correctly completed **Child Care Attendance Report** submitted to the county/tribal child care unit **or attendance entered via the Internet (CCPI)** are the only ways to receive payment. Payment will not begin until the children have actually attended the center or home.

The local county/tribal child care unit, usually part of the Department of Human Services or Social Services, can provide more facts and answer questions. They should be contacted in regard to specific questions about Authorizations, Attendance Reports, and payment amounts.



**CHILD CARE SUBSIDY PROGRAM BASICS**

Wisconsin's Child Care Subsidy program helps families pay for child care.

**Who's Eligible?**

All low-income working families, including families in W-2 approved activities, with gross income at or below 185% of poverty may be eligible. Once found eligible, the family may continue to receive assistance until their income exceeds 200% of poverty. **NOTE:** The state law does not allow payments to a child care provider who resides with the child receiving subsidy.

**How Much Is the Subsidy Payment?**

The amount of Child Care Subsidy depends on the maximum reimbursement rate in each county/tribe. Payment to providers is determined by the reimbursement rate minus the parent share ("system deducted co-payment"). The system deducts a co-payment based on the family's income and number of children in subsidized care.

**Licensed providers:** When calculating the authorized amount, the system looks at county/tribal maximum rate and the private-pay rate the provider charges. The system chooses the lower of the two. After that the co-pay is deducted. The result is the authorized amount that will be paid to the provider.

**Certified providers:** No private-pay rates are collected for certified providers. The system deducts the co-pay from the agency maximum hourly rate.

Co-pays are listed at <http://dcf.wisconsin.gov/childcare/wishares/default.htm>. Link is under "Key Links" on the right.

**Where Do Parents Get the Subsidy?**

Application for the Child Care Subsidy is a two-step process: 1)eligibility determination and 2)authorization of child care. In most counties/tribes, parents apply for child care subsidy at the county/tribal Human Services Department.



**HOW THE PROGRAM WORKS FOR PROVIDERS**

**How Are Providers Chosen?**

Providers are selected by parents. Parents who use the Child Care Subsidy program must select regulated providers (licensed by the state, certified by the county/tribe, or operated by a public school board). If a parent chooses a relative or friend who isn't regulated, the person may become certified by the local county or tribal child care certifier. Parents can find out about providers and how to choose care from their local Child Care Resource and Referral agency.

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact (your bureau telephone and TTY numbers). For civil rights questions call (608) 266-6889 or (866) 864-4585 TTY (Toll Free).

(More Facts on the Other Side!)

Child Care Subsidy Program - A FACT SHEET FOR PROVIDERS AND PARENTS

Who Pays the Provider? How Do Providers Know They'll Be Paid?

The Subsidy is paid to the child care provider by the state on behalf of the eligible family. The payments are generally made through Electronic Fund(s) Transfer (EFT) directly to the provider's bank account, or in some cases by a check mailed to the provider. Payment is made **only** if there is an **Authorization** issued by a local county or tribal child care unit and an **Attendance Report** has been completed by the child care provider, and submitted back to the child care agency, or the attendance is reported via the Internet/CCPI. Payment(s) can be made only to a regulated child care provider, or to a program run by a public school. Payment cannot be made if a license or certificate has not yet been issued or if it was suspended or revoked at the time service was provided.

How Do Providers Bill for Payment?

Providers can receive pre-printed Attendance Report forms in the mail for each authorized child for each 2-week attendance period, print them from the Internet, or use paperless attendance reporting on the Internet. The provider records the **actual** hours of care provided each day during the period, along with the weekly totals, and returns the report to the tribal/county agency, or enters the attendance via the Internet/CCPI. Payments are usually issued within 10 working days after the Attendance Report is received by the local agency or longer if the agency has program integrity concerns about the attendance reported. Information about the web attendance reporting can be found at: <http://dcf.wisconsin.gov/childcare/ccpi/default.htm>



RATES AND CO-PAYMENTS

Does the Child Care Subsidy Program Pay the Full Fee Charged by the Provider?

**No.** For some providers, the Child Care Subsidy plus the parent co-payment equals the provider's full fee, but not for all providers. It depends on the provider's regular fee and the maximum agency rate. Payments are based on the agency maximum rate or the provider's regular fee, whichever is less.

How Much Will Providers Be Paid?

When parents enroll their child with a center or family child care home, and are eligible for child care assistance, an Authorization is sent to both the parent and the provider. The Authorization shows the Subsidy amount which will be paid to the provider. Any additional payment owed to the provider, including the parents' system-calculated co-payment and provider fees in excess of the maximum rate, is the responsibility of the parent.

How Do County/Tribal Rates for the Child Care Subsidy Program Work?

The maximum rates are established based on information received in an annual survey of licensed providers. Providers report their regular weekly fees (the fees charged to private-paying families). Maximums are set at the 75th percentile (the cost at which 75% of the slots can be purchased). There are 4 age categories:

Birth through age 1	Age 4 through age 5 (5 yrs and 11 months)
Age 2 through 3 (3 years and 11 Months)	Age 6 years and older

Regular certified care rates are 75% of licensed family; provisionally certified rates are 50% of licensed family. The county/tribal maximum is raised by 10% for accredited care. Current Child Care Rates are posted at: <http://dcf.wisconsin.gov/childcare/wishares/rates.htm>.

A special rate may be negotiated for a child who needs services beyond those normally provided, such as a child with an extreme medical condition.

Are Providers Paid When Children Are Absent?

There are two ways of authorizing payment: **enrollment** or **attendance**. Using **enrollment**, payment is a set weekly amount for the time the child is approved. Using **attendance**, payment is for the time the child attends, up to the maximum time stated in the authorization. The enrollment method is used for most licensed care. The attendance method is used for all certified care and when the need for licensed care varies greatly from week to week.

How Much Does the Parent Pay?

The parent pays the difference between the authorized amount and amount the provider charges private-pay parents.

Who Collects the Parent Share?

The provider collects parent payments. In general, collection should follow the provider's established written policies. Some local agencies may want to be informed when parents fail to make co-payments. However, local agencies and the state are not required to take any action when co-payments are not paid.